

Chapter 2 Procedures

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CONTRACT PROCESSING

PROCEDURES

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Function**Overview**

This section describes the key events to establish, maintain and inquire contract database records in AGPS.

General Contract**Processing**

This chapter presents the procedures for general contract maintenance and direct entry contract processing. Contract maintenance will address the adding of contract lines to an existing contract and the canceling of contract lines.

Occasionally, after contract award, it may be necessary to add a contract line to a contract. This process requires the use of Contract Line Number Table #2 (KLI2) transaction.

When the user adds a contract line record the Commodity Database is updated with the contract award data. A record is added to the Contract Award Table (CAWD) for the commodity identified on the KLI2 screen.

Occasionally, after contract award, it may be necessary to cancel a contract line to a contract. This process requires the use of Contract Line Number Table #2 (KLI2) transaction.

When a contract line is added or cancelled, the contract database should be updated. The following data elements on the KON3 screen may require adjusting:

ESTIMATED AMOUNT
MINIMUM ORDER AMOUNT

For the adding or canceling of lines on an existing contract, two basic steps must be taken in this process.

First, , the purchasing function must be satisfied legally, e.g., contract change agreed to. That is, the vendor must agree to the adding or canceling of a line and the change must be consummated with a contract change. See Section 12, Contract Change Processing for instructions on how to process a contract change.

Second, after the agreement has been finalized, the contract records in AGPS must be updated with the change agreed to by the vendor. If a new line is to be added to the contract, a KLI2 transaction must be processed. If a contract line is to be canceled, the KLI2 status must be changed to 596-599.

When the user adds a contract line record the Commodity Database is updated with the contract award data. A record is added to the Contract Award Table (CAWD) for the commodity identified on the KLI2 screen.

Additionally, the contract header and line ordering status must be updated so that ordering against the contract and contract lines may occur using the contract release order process (see Section 8).

If the contract loaded to AGPS is multi-year, it may become necessary to adjust contract pricing. This can be accomplished with individual contract line price adjustment or total contract price adjustment.

For the user to adjust the contract line unit price or the contract line discount off of catalog percentage, use of the KLPC transaction will be required.

When the contract price is to be adjusted across all contract lines by the same rate (percentage), use of the KON3 transaction will be required.

The direct entry contract process in Section 20, Third Party Contract Processing, will address the procedures required for creating a contract directly in the contract database without a nightly cycle being required. Additionally, adding of lines, adjusting prices, etc. will be addressed in this chapter.

Contract Renewal

This chapter also presents the procedures for renewing a contract. Renewing a contract in AGPS is basically extending the expiration date and, if appropriate, adjusting the pricing arrangement.

There are two types of renewals, scheduled and unscheduled. A multi-year contract may have provisions for annual renewals. That would involve scheduled renewals. If on the other hand a contract was expiring and was to be replaced but the replacement contract was not going to be ready in time to give continued coverage, the old contract could be extended. That would involve an unscheduled renewal.

Two basic steps must be taken in this process.

First, the purchasing functions must be satisfied legally. That is, the vendor must agree to the renewal and the renewal must be consummated with a contract change. See Section 12, Contract Change Processing for instructions on how to process a contract change.

Second, after the agreement has been finalized, the contract record in AGPS must be updated with the change agreed to with the vendor. If the contract expiration date is being extended, use the KONT transaction and enter a revised expiration date. Contract price adjustments may be entered on a line by line basis using the KLPC transaction or an across the board adjustment may be made using the KON3 transaction and one of the five renewal options.

When the contract is awarded, the buyer must set up the first renewal period. There are three basic steps to set up the renewal process. First, the Status Code on KONT must be set to "501" or "502". Second, the next option date and renewal notice date must be set on KON3. Third, if the prices are to be adjusted across the board, the percent increase or decrease must be entered. Normally the percentages will not be set up until the vendor has been contacted and specific percentages agreed upon.

The user is reminded of contract renewals by a "Contract Renewal Notice" that is produced during the AGPS nightly cycle. This notice keys off of the "Contract Renewal Notice" date maintained on the KON3 screen. This notice should prompt the user to take the appropriate contract renewal action, depending on whether the renewal involves a percentage increase across all lines or a line-by-line adjustment.

The actual renewal process is divided into two steps. First, to renew the contract, the buyer should extend the contract ending date and, if applicable, the end order date. Second, if the prices are to be adjusted across the board, use KON3 to set up the adjustment percentages. If the prices are to be adjusted on individual lines, use the KLPC.

An unscheduled renewal works basically the same as a scheduled renewal except there is no renewal notice issued.

Contract Reprocurement Process

The contract reprocurement process is designed to minimize workload on the buyer to replace the existing contract(s) with new contract(s). This process is automatic up through the point of printing the draft solicitation.

The process keys off the reprocurement date in the contract record. The reprocurement date is the date the reprocurement process should begin in order that the next contract period contract(s) are in place before the current contract(s) expire. This date is normally set in the solicitation which established the contract, but it may be changed after the contract is established. On the reprocurement date, AGPS will gather all contracts with the same T-Number and create a new requisition for those contracts. If any lines have been added to the contracts, they will be picked up. If lines were not awarded on the original solicitation, they will be picked up. Using the contract information, AGPS creates a new replacement requisition in the Requisition database. Next, AGPS creates a new solicitation and attaches the new requisition to the new solicitation. AGPS then sets the status code on the new solicitation to 350 which will cause a draft solicitation to be printed and a draft bid list to be prepared.

Normally the reprocurement date is set on the solicitation before the award is made so the reprocurement date is carried forward to all the awarded contracts. This is done by setting the date on the SDO2 transaction. See Section 7.

If for some reason the original reprocurement date is not acceptable or if a reprocurement date was never entered, the reprocurement date may be adjusted. To adjust the reprocurement date the user will use the KONT screen for each contract, or the KRDT screen to change the date for all contracts with the same T-Number.

The reprocurement process is executed automatically by AGPS in the nightly cycle on the day when the reprocurement date is equal to the current date. The resulting requisition will appear on the buyer's workload report and the draft solicitation and bid list will be delivered to the buyer.

Consortium type contracts can not be reprocured. These types of contract are created through a batch up-load process without a requisition or solicitation being associated.

1 MAINTAIN CONTRACT HEADER RECORDS

1.1 Change Contract Header Records

Overview The AGPS user is provided the capability to maintain individual contract header records in the contract database. This is accomplished by use of the KONT and/or KON2 screen.

Inputs

- Required contract number
- Required changes to contract header record

Outputs

- Updated KONT Table

Completing The Procedure

Cross-Reference

Steps

1. Determine contract record to be changed and the required changes.

KONT 4: KONT **Contract Number** must be a valid and active record in the KONT Table.

AGCY 4: AGCY **Purchasing Agency** must be a valid and active agency in the AGCY Table.

Requisitioning Agency must be a valid and active agency in the AGCY Table.

Master Delivery Agency must be a valid and active agency in the AGCY Table.

AGCY 4: AADR **Master Delivery Sub-Agency**, combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.

AGCY 4: ABUY **Buyer Code**, combined with purchasing agency must be a valid buyer code record in the ABUY Table.

INST 4: BTAB **Document Type** must be a valid entry in BTAB Table DK (Document Type - Contract).

Status Code must be a valid entry in BTAB Table SK (Status Code - Contract).

T-Number must be a valid entry in BTAB Table TA (T-Number).

CONTRACT PROCESSING

PROCEDURES

1.1 Change Contract Header Records

Cross-Reference	Steps
	<p>Method of Operation must be a valid entry in BTAB Table MO (Method of Operation).</p> <p>Item Report Indicator must be a valid entry in BTAB Table IR (Item Rpt Indicator).</p> <p>Brand Report Index must be a valid entry in BTAB Table BR (Brand/Vendor Rpt Index).</p>
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
INST 4: BINS	Fiscal Year must be current of within contract processing grace dates in BINS Table.
COMM 4: COM2	Class/Sub Class must be a valid and active commodity record in the COMM Table.
VEND 4: VEND	Vendor Number must be a valid and active vendor record in the VEND Table.
	2. Change contract header records in AGPS using KONT.
KONT 4: KONT	<ol style="list-style-type: none">If user is not in the KONT screen, type KONT in the Function Line and press RETURN/ENTER.Type INQUIRE in the Function Line.Using the TAB key, move to Contract Number field and type desired contract number.Press RETURN/ENTER. Requested contract header record should be displayed.
	3. Type CHANGE in the Function Line.
	<ol style="list-style-type: none">Using the TAB key, move to Contract Title field and type desired contract title line 1. If line 1 is insufficient, move to line 2 and continue title.Using the TAB key, move to Status Code field and type desired contract status code.

CONTRACT PROCESSING

PROCEDURES

1.1 Change Contract Header Records

Cross-Reference

Steps

If ...	Then ...
Set up for supervisor review	Type status code = 501
Set up for buyer review	Type status code = 502
Preparing for further processing	Type status code = 505
To build contract approvals	Type status code = 525 or > 505 and < 596
To print contract notice of award	Type status code = 535
To print contract on-line	Type status code = 540
To print the contract document(s) overnight	Type status code = 545
To activate contract	Type status code = 548
To cancel the contract	Type status code = 596 - 599

- c. Using the TAB key, move to Buyer Code field and type desired buyer code.
- d. Using the TAB key, move to T-Number field and type desired T-Number.
- e. Using the TAB key, move to Whim field and type desired whim approval indicator.
- f. Using the TAB key, move to Meth of Oper field and type desired method of operation.
- g. Using the TAB key, move to Item Rpt Ind field and type desired item report indicator.
- h. Using the TAB key, move to Brand Rpt Ind field and type desired brand/vendor report index.
- i. Using the TAB key, move to Prime Vendor field and type desired prime vendor indicator. Allowable entries are **Y** or **N**. Y indicates that there are distributor vendors.

CONTRACT PROCESSING

PROCEDURES

1.1 Change Contract Header Records

Cross-Reference

Steps

- j. Using the TAB key, move to Revised NOA Issue field and type desired revised date that the Notification of Award will be issued.
4. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
5. Change contract header records in AGPS using KON2.
- KONT 4: KON2
- a. If user is not in the KON2 screen, type **KON2** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key, move to Contract Number field and type desired contract number.
- d. Press RETURN/ENTER. Requested contract header record should be displayed.
6. Type **CHANGE** in the Function Line.
- a. Using the TAB key, move to Status Code field and type desired contract status code.
- | If ... | Then ... |
|----------------------------------|-------------------------------|
| Set up for supervisor review | Type status code = 501 |
| Set up for buyer review | Type status code = 502 |
| Preparing for further processing | Type status code = 505 |
- b. Using the TAB key, move to Prompt Payment Disc field and type desired prompt payment discount terms.
- c. Using the TAB key, move to Discount Percent field and type desired prompt discount percentage.
- d. Using the TAB key, move to Discount Period field and type desired discount period for prompt payment.

CONTRACT PROCESSING

PROCEDURES

1.1 Change Contract Header Records

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">e. Using the TAB key, move to Net Period field and type desired net period for prompt payment.f. Using the TAB key, move to Delivery Terms field and type desired delivery terms.g. Using the TAB key, move to Alt Delivery Sch field and type desired alternate delivery schedule indicator. Allowed entry is Y or N.h. Using the TAB key, move to Delivery Days ARO field and type desired delivery days after receipt of order in accordance with stated delivery terms.i. Using the TAB key, move to Delivery Weeks ARO field and type desired delivery weeks after receipt of order in accordance with stated delivery terms.j. Using the TAB key, move to Master Ship-To Agency field and type desired master (default) ship-to agency.k. Using the TAB key, move to Master Ship-To Sub/Agy field and type desired master (default) ship-to sub-agency.l. Using the TAB key, move to Vendor FOB field and type desired shipping FOB point.m. Using the TAB key, move to Coop Procurement field and type desired cooperative procurement indicator. Allowed entry is Y or N.
	7. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.2 Change Contract Ordering Status

Overview The AGPS user is provided the capability to maintain individual contract ordering status in the contract database. This is accomplished by use of the KONT screen.

Inputs

- Required contract number
- Required changes to contract ordering status

Outputs

- Updated KONT Table

Completing The Procedure

Cross-Reference

Steps

1. Determine contract record to be changed and the required change to ordering status.

KONT 4: KONT **Contract Number** must be a valid and active record in the KONT Table.

INST 4: BTAB **Contract Ordering Status** must be a valid entry in the BTAB Table CO (Contract Ordering Status).
2. Change contract period in AGPS.

KONT 4: KONT
 - a. If user is not in the **KONT** screen, type **KONT** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the **TAB** key, move to Contract Number field and type desired contract number.
 - d. Press **RETURN/ENTER**. Requested contract header record should be displayed.
3. Type **CHANGE** in the Function Line.
 - a. Using the **TAB** key, move to Ordering Status field and type desired ordering status.

CONTRACT PROCESSING

PROCEDURES

1.2 Change Contract Ordering Status

Cross-Reference

Steps

If...	Then...
Allowing ordering and payment	Type ordering status = 1
Not allowing ordering or payment	Type ordering status = 2
Allowing ordering BUT NOT payment	Type ordering status = 3
Allowing payment BUT NOT ordering	Type ordering status = 4

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.3 Adjust Contract Period

Overview The AGPS user is provided the capability to maintain individual contract periods in the contract database. This is accomplished by use of the KONT screen.

Inputs

- Required contract number
- Required changes to contract period

Outputs

- Updated KONT Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|--|
| KONT 4: KONT | 1. Determine contract record to be changed and the required change to period.

Contract Number must be a valid and active record in the KONT Table. |
| KONT 4: KONT | 2. Change contract period in AGPS.

a. If user is not in the KONT screen, type KONT in the Function Line and press RETURN/ENTER.

b. Type INQUIRE in the Function Line.

c. Using the TAB key, move to contract Number field and type desired contract number.

d. Press RETURN/ENTER. Requested contract header record should be displayed.

3. Type CHANGE in the Function Line.

a. Using the TAB key, move to Revised Beg Con field and type desired contract period beginning date.

b. Using the TAB key, move to Revised End Con field and type desired contract period ending date.

4. Press RETURN/ENTER. |

CONTRACT PROCESSING

PROCEDURES

1.3 Adjust Contract Period

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.4 Adjust Contract Ordering Period

Overview The AGPS user is provided the capability to maintain individual contract ordering period in the contract database. This is accomplished by use of the KONT screen.

Inputs

- Required contract number
- Required changes to contract ordering period

Outputs

- Updated KONT Table

Completing The Procedure

Cross-Reference

Steps

1. Determine contract record to be changed and the required change to period.
KONT 4: KONT **Contract Number** must be a valid and active record in the KONT Table.
2. Change contract period in AGPS.
KONT 4: KONT
 - a. If user is not in the KONT screen, type **KONT** in the Function Line and press RETURN/ENTER.
 - b. Type INQUIRE in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Press RETURN/ENTER. Requested contract header record should be displayed.
3. Type **CHANGE** in the Function Line.
 - a. Using the TAB key, move to Revised Beg Ord'r field and type desired contract ordering period beginning date.
 - b. Using the TAB key, move to Revised End Ord'r field and type desired contract ordering period ending date.
4. Press RETURN/ENTER.

CONTRACT PROCESSING

PROCEDURES

1.4 Adjust Contract Ordering Period

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.5 Maintain Contract Bond Information

Overview The AGPS user is provided the capability to maintain individual contract bond information in the contract database. This is accomplished by use of the KON2 screen.

Inputs

- Required contract number
- Required changes to contract bond information

Outputs

- Updated KONT Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract record to be changed and the required change to bond information.
KONT 4: KONT	Contract Number must be a valid and active record in the KONT Table.
INST 4: BTAB	Type Bond Code must be a valid entry in BTAB Table BN (Bond Type Code).
	2. Change contract bond information in AGPS.
KONT 4: KON2	a. If user is not in the KON2 screen, type KON2 in the Function Line and press RETURN/ENTER.
	b. Type INQUIRE in the Function Line.
	c. Using the TAB key, move to Contract Number field and type desired contract number.
	d. Press RETURN/ENTER. Requested contract header record should be displayed.
	3. Type CHANGE in the Function Line.
	a. Using the TAB key, move to Retainage Percent field and type desired bond retainage percentage.
	b. Using the TAB key, move to Perf Bond Req'd field and type desired performance bond required indicator. Allowed entry is Y or N .

Cross-ReferenceSteps

- c. Using the TAB key, move to PCT field and type desired percentage of the contract that will act as the performance bond.
- d. Using the TAB key, move to AMT field and type desired amount of bond required for contract performance.
- e. Using the TAB key, move to Date Required field and type desired date the performance bond is required to be received by purchasing.
- f. Using the TAB key, move to Recvd field and type desired date the performance bond was received by purchasing.
- g. Using the TAB key, move to EXP field and type desired date the performance bond is due to expire.
- h. Using the TAB key, move to RTN field and type desired date the performance bond was returned to the vendor/bonding company.
- i. Using the TAB key, move to Type Bond Code field and type desired bond type code.
- j. Using the TAB key, move to Bond No field and type desired bond number/check number.
- k. Using the TAB key, move to Bond Company field and type desired bond company or bank name if certified check.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.6 Maintain Contract/Order Amount

Overview The AGPS user is provided the capability to maintain individual contract estimated amount and the minimum order amount authorized in the contract database for a specific contract. This is accomplished by use of the KON3 screen.

Inputs

- Required contract number
- Required changes to contract/order amounts

Outputs

- Updated KONT Table

Completing The Procedure

Cross-Reference

Steps

1. Determine contract record to be changed and the required change to contract/order amounts.

KONT 4: KONT **Contract Number** must be a valid and active record in the KONT Table.
2. Change contract/order amounts in AGPS.

KONT 4: KON3
 - a. If user is not in the KON3 screen, type **KON3** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Press RETURN/ENTER. Requested contract header record should be displayed.
3. Type **CHANGE** in the Function Line.
 - a. Using the TAB key, move to Estimated Amount field and type desired estimated amount of contract.
 - b. Using the TAB key, move to Minimum Order Amt field and type desired minimum order amount allowed for a contract release order issued against this contract.

CONTRACT PROCESSING

PROCEDURES

1.6 Maintain Contract/Order Amount

Cross-Reference

Steps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.7 Add Contract Vendor Change

Overview

The AGPS user is provided the capability to maintain individual contract vendor number after award of contract. It may be necessary to change a vendor number on a contract due to change in vendor name or buy-out of a vendor by another vendor. This is accomplished by use of the KVCH screen.

Inputs

- Required contract number
- Required new vendor number

Outputs

- Updated KVCH and KONT Table

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|--|
| | 1. | Determine contract record requiring change of vendor number and the new vendor number to be used. |
| KONT 4: KONT | | Contract Number must be a valid and active record in the KONT Table. |
| VEND 4: VEND | | Vendor Number must be a valid and active vendor record in the VEND Table. |
| INST 4: BTAB | | Reason must be a valid entry in BTAB Table VR (Vendor Change Reason). |
| | 2. | Add contract vendor number change in AGPS. |
| KONT 4: KVCH | a. | If user is not in the KVCH screen, type KVCH in the Function Line and press RETURN/ENTER. |
| | b. | Type CLEAR in the Function Line and press RETURN/ENTER. Data entry fields of screen should be cleared and ADD inserted in the Function Line. |
| | c. | Using the TAB key, move to Contract Number field and type desired contract number. |
| | d. | Using the TAB key, move to Vendor Number field and type desired vendor number. |

Cross-ReferenceSteps

- e. Using the TAB key, move to Reason field and type desired reason code for change of vendor number. Must be spaces if reason text is greater than spaces.
- f. Using the TAB key, move to Reason Text field and type desired reason text explaining change of vendor number. Must be spaces if reason code is greater than spaces.

- 3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.8 Change Contract Vendor Change

Overview The AGPS user is provided the capability to maintain individual contract vendor change records after add of record. It may be necessary to change the reason code or text after a vendor change is added. This is accomplished by use of the KVCH screen.

Inputs

- Required contract number
- Required vendor number
- Required change to reason code or text

Outputs

- Updated KVCH and KONT Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract vendor change record requiring change and the change required to reason code or text.
KONT 4: KONT	Contract Number must be a valid and active record in the KONT Table.
KONT 4: KVCH	Vendor Number , combined with contract number, must be a valid record in the KVCH Table.
INST 4: BTAB	Reason must be a valid entry in BTAB Table VR (Vendor Change Reason).
	2. Change contract vendor number change in AGPS.
KONT 4: KVCH	a. If user is not in the KVCH screen, type KVCH in the Function Line and press RETURN/ENTER.
	b. Type INQUIRE in the Function Line.
	c. Using the TAB key, move to Contract Number field and type desired contract number.
	d. Using the TAB key, move to Vendor Number field and type desired vendor number.
	e. Using the TAB key, move to Date field and type desired date of change.

CONTRACT PROCESSING

PROCEDURES

1.8 Change Contract Vendor Change

Cross-Reference

Steps

- f. Using the TAB key, move to Time field and type desired time of change.
 - g. Press RETURN/ENTER. Requested contract vendor change record should be displayed.
 3. Type **CHANGE** in the Function Line.
 - a. Using the TAB key, move to Reason field and type desired reason code for change of vendor number. Must be spaces if reason text is greater than spaces.
 - b. Using the TAB key, move to Reason Text field and type desired reason text explaining change of vendor number. Must be spaces if reason code is greater than spaces.
 4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.9 Change Contracts In Mass

Overview The AGPS user is provided the capability to maintain contracts in mass that were awarded from a single solicitation with the same t-number (contract group number) and solicitation number. This is accomplished by use of the KRDT screen.

Inputs

- Required t-number
- Required solicitation number
- Required changes to contracts

Outputs

- Updated KRDT and KONT Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract group to be changed, the t-number and solicitation number to be used and the desired changes to be made.
SDOC 4: SDOC	<p>Solicitation Number must be a valid and awarded record in the SDOC Table.</p> <p>T-Number must be the T-Number on the referenced solicitation record and related contract(s).</p>
INST 4: BTAB	<p>T-Number must be a valid entry in BTAB Table TA (T-Number).</p> <p>Status Code must be a valid entry in BTAB Table SK (Status Code - Contracts).</p> <p>Ordering Status must be a valid entry in BTAB Table CO (Contract Ordering Status).</p>
KONT 4: KRDT	<p>2. Mass contract change in AGPS.</p> <p>a. If user is not in the KRDT screen, type KRDT in the Function Line and press RETURN/ENTER.</p> <p>b. Type CHANGE in the Function Line.</p> <p>c. Using the TAB key, move to T-Number field and type desired contract group t-number.</p>

CONTRACT PROCESSING

PROCEDURES

1.9 Change Contracts in Mass

<u>Cross-Reference</u>	<u>Steps</u>
	d. Using the TAB key, move to Solicitation Number field and type desired solicitation number containing the entered t-number.
	e. Using the TAB key, move to New Reprocurement Date field and type desired date for re-procurement.
	f. Using the TAB key, move to Revised Beg Order Date field and type desired date change.
	g. Using the TAB key, move to Revised End Order Date field and type desired date change.
	h. Using the TAB key, move to Revised Beg Contr Date field and type desired date change.
	i. Using the TAB key, move to FY field and type desired fiscal year change.
	j. Using the TAB key, move to Revised End Contr Date field and type desired date change.
	k. Using the TAB key, move to Buyer Number field and type desired buyer code change.
	l. Using the TAB key, move to Est Contract Amount field and type desired estimated contract amount change.
	m. Using the Tab key, move to Contract Term (Mth) field and type desired contract term in months, which will be used to accumulate usage for the re-procurement (re-bid) of the contract.
	n. Using the TAB key, move to Title 1 field and type desired contract title line 1 change.
	o. Using the TAB key, move to Title 2 field and type desired contract title line 2 change.
	p. Using the TAB key, move to Cooperative Procure field and type desired cooperative procurement indicator. Allowed entries are Y or N .
	q. Using the TAB key, move to Status Code field and type desired contract status code change.

CONTRACT PROCESSING

PROCEDURES

1.9 Change Contracts in Mass

Cross-Reference

Steps

- r. Using the TAB key, move to Ordering Status field and type desired contract ordering status code change.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.10 Inquire Contract Header Record

Overview The AGPS user is provided the capability to inquire individual contract records in the contract database. This is accomplished by use of the KDIR, KONT, KON2 or KON3 screens.

Inputs • Required contract number

Outputs • Display of requested KONT Table record

Completing The Procedure

Cross-Reference

Steps

1. Determine contract record to be inquired and screen to be used.

KONT 4: KONT **Contract Number** must be a valid and active record in the KONT Table.
2. Inquire contract record in AGPS.

KONT 4: KDIR a. If user is not in the KDIR screen, type **KDIR** in the Function Line and press RETURN/ENTER.

KONT 4: KONT If user is not in the KONT screen, type **KONT** in the Function Line and press RETURN/ENTER.

KONT 4: KON2 If user is not in the KON2 screen, type **KON2** in the Function Line and press RETURN/ENTER.

KONT 4: KON3 If user is not in the KON3 screen, type **KON3** in the Function Line and press RETURN/ENTER.

 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested header record.

1.11 Add Contract Notes

Overview

The AGPS user is provided the capability to add notes relating to a specific contract in AGPS.

Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

Inputs

- Required contract number
- Required notes text

Outputs

- Update of KNTE Table

Completing The Procedure

Cross-Reference

Steps

KONT 4: KNTE

1. Determine the contract for which notes will be added and the text to be entered into contract notes.
2. Add KNTE record into AGPS.
 - a. If user is not in the KNTE screen, type **KNTE** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.12 Change Contract Notes

Overview

The AGPS user is provided the capability to maintain notes relating to a specific contract in AGPS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

Inputs

- Required contract number
- Required changes to notes text

Outputs

- Update of KNTE Table

Completing The Procedure

Cross-Reference

Steps

KONT 4: KNTE

1. Determine the contract number for which the user will change notes text and the required change to text.
2. Change KNTE record in AGPS.
 - a. If user is not in the KNTE screen, type **KNTE** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

 - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

1.13 Delete/Insert Contract Notes

Overview The AGPS user is provided the capability to delete and/or insert text lines of notes relating to a specific contract in AGPS. Notes may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNTE screen.

Inputs

- Required contract number
- Required text line action code
- Required text action
- Required change to text

Outputs

- Update of KNTE Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract number for which the user will delete/insert notes text and the required change to text.
2. Delete/Insert text lines in KNTE records.
 - a. If user is not in the KNTE screen, type **KNTE** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

 - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, **OR I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

1.14 Inquire Contract Notes

Overview The AGPS user is provided the capability to inquire text lines of notes relating to a specific contract in AGPS. This is accomplished by use of the KNTE screen.

Inputs

- Required contract number
- Required text action

Outputs

- Display of requested KNTE Table text lines

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract number for which the user will inquire text.
 2. Inquire KNTE record text.
 - a. If user is not in the KNTE screen, type **KNTE** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
 3. Press RETURN/ENTER.
- NOTE:** If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

1.15 Add Contract Vendor Distributor List

Overview The AGPS user is provided the capability to add a list of distributor vendors for a contract along with their geographical service area(s). This is accomplished by use of the KVDL screen.

- Inputs**
- Required contract number
 - Required Vendor number(s)
 - Required geographic region code
 - Required status code
 - Required discount term
 - Required discount percent
 - Required discount period
 - Required net period

- Outputs**
- Updated KVDL Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract for which distributor vendors are to be added. The prime vendor indicator on the KONT screen must be Y. If a distributor list is established, the prime vendor must be listed as a distributor if the prime vendor also accepts orders. If the Prime Vendor indicator is N, KVDL is not used.

KONT 4: KONT **Contract Number** must be a valid and active record in the KONT Table.

VEND 4: VEND **Vendor number** and must be valid and active vendor in the VEND Table.

INST 4: BTAB **GEO Service Area** must be a valid entry in BTAB Table GC (GEO Bid Code).

INST 4: BTAB **Status Code** must be a valid entry in BTAB Table SV (Supplying Vendor).

2. Enter KVDL record data into AGPS.

CONTRACT PROCESSING

PROCEDURES

1.15 Add Contract Vendor Distributor List

Cross-Reference	Steps
KONT 4: KVDL	<ol style="list-style-type: none">a. If user is not in the KVDL screen, type KVDL in the Function Line and press RETURN/ENTER.b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.c. Using the TAB key move to Contract Number field and type desired prime vendor's contract number.d. Using the TAB key move to Vendor No field and type desired vendor number(s).e. Using the TAB key move to GEO Service Area field and type desired geographical area(s) that the vendor services. If the vendor services statewide, R0 would be entered.f. Using the TAB key move to Disc Term field and type desired vendor discount terms. If the vendor discount term is 2 %-30 days, then 2%-30 days would be entered. If the vendor does not offer a discount, NONE or NET may be entered. If field is left blank, defaults to NONE on add.g. Using the TAB key move to Disc % field and type desired vendor discount percent. If the vendor discount percent is 2 %, then 2 would be entered. This field is not required if the Disc Term field is equal to NONE or NET. If field is left blank, and Disc Term is blank, NONE or NET, defaults to 0 on add.h. Using the TAB key move to Period field and type desired vendor discount period. If the vendor discount period is 30 days, then 30 would be entered. This field is not required if the Disc Term field is equal to NONE or NET. If field is left blank, and Disc Term is blank, NONE or NET, defaults to 0 on add.i. Using the TAB key move to Net field and type desired vendor discount Net period. If the vendor discount period is 30 days, then 31 would be entered as the Net. This field is not required if the Disc Term field is equal to NONE or NET. If field is left blank, and Disc Term is blank, NONE or NET, defaults to 0 on add. <ol style="list-style-type: none">3. Press RETURN/ENTER.

CONTRACT PROCESSING

PROCEDURES

1.15 Add Contract Vendor Distributor List

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.16 Change Contract Vendor Distributor List

Overview The AGPS user is provided the capability to maintain a list of distributor vendors geographical service area(s). This is accomplished by use of the KVDL screen.

- Inputs**
- Required contract number
 - Required Vendor number(s)
 - Required change to geographic region code
 - Required change to status code
 - Required change to discount term
 - Required change to discount percent
 - Required change to discount period
 - Required change to net period

- Outputs**
- Updated KVDL Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract for which a distributor vendor's geographic service area is to be changed.
 - KONT 4: KONT **Contract Number** must be a valid and active record in the KONT Table.
 - VEND 4: VEND **Vendor number** and must be valid and active vendor in the VEND Table.
 - INST 4: BTAB **GEO Service Area** must be a valid entry in BTAB Table GC (GEO Bid Code).
 - INST 4: BTAB **Status Code** must be a valid entry in BTAB Table SV (Supplying Vendor).
2. Change KVDL record data in AGPS.
 - a. If user is not in the KVDL screen, type **KVDL** in the Function Line and press RETURN/ENTER.

Cross-ReferenceSteps

- b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Contract Number field and type desired prime vendor's contract number.
 - d. Using the TAB key move to Vendor No field and type desired vendor number(s).
 - e. Press RETURN/ENTER. Requested contract distributor change record should be displayed.
3. Type **CHANGE** in the function line.
 - a. Using the TAB key move to GEO Service Area field and type desired geographical area(s) that the vendor services.
 - b. Using the TAB key move to Status field and type desired status of the supplying vendor.
 - c. Using the TAB key move to Disc Term field and type desired discount term the vendor has agreed to.
 - d. Using the TAB key move to Disc % field and type desired discount percent the vendor has agreed to.
 - e. Using the TAB key move to Period field and type desired discount period the vendor has agreed to.
 - f. Using the TAB key move to Net field and type desired discount net period the vendor has agreed to.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.17 Delete Contract Vendor Distributor List

Overview

The AGPS user is provided the capability to delete a distributor vendor when the vendor is no longer valid on the contract. The vendor may not have a contract release order open or in process. This is accomplished by use of the KVDL screen.

Inputs

- Required contract number
- Required Vendor number

Outputs

- Updated KVDL Table

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|---|
| | 1. | Determine the contract distributor vendor to be deleted. |
| | 2. | Delete KVDL record. |
| KONT 4: KVDL | a. | If user is not in the KVDL screen, type KVDL in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key move to Contract Number field and type desired prime vendor's contract number. |
| | d. | Using the TAB key move to Vendor No field and type desired vendor number. |
| | e. | Press RETURN/ENTER. Requested contract distributor record should be displayed. |
| | 3. | Type DELETE in the function line. If entire record is to be deleted, proceed to step 4. |
| | a. | Using the TAB key move to desired vendor that is not to be deleted and space out entry. If not spaced out, entry will be deleted for that record. |
| | 4. | Press RETURN/ENTER. |

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.18 Inquire Contract Vendor Distributor List

Overview The AGPS user is provided the capability to view a contract vendor distribution list in the contract database. This is accomplished by use of the KVDL screen.

Inputs

- Required contract number
- Required vendor number

Outputs

- Display of requested record

Completing The Procedure

Cross-Reference	Steps
	1. Determine contract distribution list to be inquired.
KONT 4: KONT	Contract Number must be a valid and active record in the KONT Table.
	2. Inquire contract vendor distributor list in AGPS.
KONT 4: KVDL	<p>a. If user is not in the KVDL screen, type KVDL in the Function Line and press RETURN/ENTER.</p> <p>b. Type INQUIRE in the Function Line.</p> <p>c. Using the TAB key, move to Contract Number field and type desired contract number.</p> <p>d. Using the TAB key move to Vendor No field and type desired vendor number.</p>
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the requested record(s).

2 ADD/CHANGE CONTRACT LINES

2.1 Add Contract Line Table

Overview

The AGPS user may have a contract that was awarded and after award circumstances required that another commodity be added to that contract. Or, the user has added a contract to AGPS that was awarded external to AGPS and the external contract items are converted to AGPS commodity numbers and require add to AGPS. The user is provided the capability to add contract commodity lines directly to the contract database. This is accomplished by use of the KLI2 screen.

Inputs

- Required contract number
- Required contract line number
- Required commodity number
- Required commodity from quantity
- Required commodity to quantity if quantity range is used
- Required commodity unit of measure
- Required commodity unit price
- Required discount off catalog, if required
- Required delivery terms and days aro or weeks aro

Outputs

- Updated KLIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine if a requirement may be processed directly in the contract database.

INST 4: BTAB

Unit Of Measure must be a valid entry in BTAB Table UM (Unit Of Measure).

INST 4: BAAT

User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

CONTRACT PROCESSING

PROCEDURES

2.1 Add Contract Line Table

Cross-Reference	Steps
COMM 4: COM2	Commodity Number must be a valid and active commodity record in the COMM Table.
KONT 4: KONT	Contract Number must be a valid and active contract record in the KONT Table.
	2. Add contract line table records in AGPS.
KONT 4: KLI2	<ol style="list-style-type: none">a. If user is not in the KLI2 screen, type KLI2 in the Function Line and press RETURN/ENTER.b. Type CLEAR in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and ADD inserted in the Function Line.c. Using the TAB key, move to Contract Number field and type desired contract number.d. Using the TAB key, move to Line Number field and type desired contract line number.e. Using the TAB key, move to Commodity Number field and type desired commodity number.f. Using the TAB key, move to From Quantity field and type desired from quantity. Enter the lowest quantity that can be bought for the price indicated (usually 1).g. Using the TAB key, move to Unit Of Measure field and type desired unit of measure.h. Using the TAB key, move to Unit Price field and type desired unit price. Should be 0 if discount % off catalog is greater than 0.i. Using the TAB key, move to Discount % Off Cat field and type desired discount percentage allowed for purchase from vendor's catalog. Should be 0 if unit price is greater than 0.j. Using the TAB key, move to No Cost field and type desired no cost indicator. Allowed entries are Y or N. If Y and unit price and discount % off catalog are 0, item is NO COST. If N and unit price and discount % off catalog are 0, item is 0.0% discount off catalog. Defaults to N on add.

CONTRACT PROCESSING

PROCEDURES

2.1 Add Contract Line Table

Cross-Reference

Steps

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Line status defaults to 505 on add.

CAUTION: CONTRACT LINES SHOULD NOT BE MANUALLY ADDED TO CONTRACTS AWARDED UNDER A T-NUMBER GROUPING, OR COMMODITY NUMBER SHOULD NOT BE CHANGED ON AN EXISTING CONTRACT LINE. THIS CAN CAUSE PROBLEMS AT TIME OF INVOICING AND PAYMENT FOR BPV BLANKET ORDERS.

2.2 Change Contract Line Table

Overview The user is provided the capability to change contract commodity lines in the contract database. This is accomplished by use of the KLI2 screen.

- Inputs**
- Required contract number
 - Required contract line number
 - Required change to commodity number
 - Required change to commodity from quantity
 - Required change to commodity to quantity if quantity range is used
 - Required change to commodity unit of measure
 - Required change to standard shipping unit (SSP). Used to indicate the quantity shipped in a unit of measure.
 - Required change to commodity unit price
 - Required change to discount off catalog, if required
 - Required change to brand name
 - Required change to model number
 - Required change to delivery terms and days aro or weeks aro
- Outputs**
- Updated KLIN Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract line requiring change and the changes to be made.
AGCY 4: AGCY	Ship-To Agency must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	Ship-To Sub-Agency , combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.

<u>Cross-Reference</u>	<u>Steps</u>
INST 4: BTAB	<p>Unit Of Measure must be a valid entry in BTAB Table UM (Unit Of Measure).</p> <p>Status Code must be valid entry in BTAB Table SK (Status Code - Contracts).</p>
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
COMM 4: COM2	Commodity Number must be a valid and active commodity record in the COMM Table.
KONT 4: KONT	Contract Number must be a valid and active contract record in the KONT Table.
KONT 4: KLI2	Line Number , combined with contract number, must be a valid and active contract line record in the KLI2 Table.
	2. Change contract line table records in AGPS.
KONT 4: KLI2	<p>a. If user is not in the KLI2 screen, type KLI2 in the Function Line and press RETURN/ENTER.</p> <p>b. Type INQUIRE in the Function Line.</p> <p>c. Using the TAB key, move to Contract Number field and type desired contract number.</p> <p>d. Using the TAB key, move to Line Number field and type desired contract line number.</p> <p>e. Press RETURN/ENTER. Requested contract line record should be displayed.</p>
	3. Type CHANGE in the Function Line.
	a. Using the TAB key, move to the desired field and type the desired change.

CONTRACT PROCESSING

PROCEDURES

2.2 Change Contract Line Table

Cross-Reference

Steps

If ...	Then ...
Indicating line under supervisor review	Type status code = 501
Indicating line under buyer review	Type status code = 502
Indicating line ready for further processing	Type status code = 505 Defaults to 505 on ADD
Canceling line	Type status code = 596- 599

NOTE: For change to unit price, discount % off catalog and no cost indicator, see procedures for field entry in 2.1 above. To change pricing, see procedures for 2.13 below.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

CAUTION: CONTRACT LINES SHOULD NOT BE MANUALLY ADDED TO CONTRACTS AWARDED UNDER A T-NUMBER GROUPING, OR COMMODITY NUMBER SHOULD NOT BE CHANGED ON AN EXISTING CONTRACT LINE. THIS CAN CAUSE PROBLEMS AT TIME OF INVOICING AND PAYMENT FOR BPV BLANKET ORDERS.

2.3 Maintain Contract Line Ordering Status

Overview The user is provided the capability to maintain contract line ordering status in the contract database. This is accomplished by use of the KLI2 screen.

Inputs

- Required contract number
- Required contract line number
- Required ordering status

Outputs

- Updated KLIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine contract line ordering status.
 - KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.
 - KONT 4: KLI2 **Line Number**, combined with contract number, must be a valid and active contract line record in the KLI2 Table.
 - INST 4: BTAB **Ordering Status** must be a valid entry in the BTAB Table CO (Contract Ordering Status).
2. Maintain contract line ordering status in AGPS.
 - KONT 4: KLI2
 - a. If user is not in the KLI2 screen, type **KLI2** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Line Number field and type desired contract line number.
 - e. Press RETURN/ENTER. Requested contract line record should be displayed.

CONTRACT PROCESSING

PROCEDURES

2.3 Maintain Contract Line Ordering Status

Cross-Reference

Steps

3. Type **CHANGE** in the Function Line.
 - a. Using the TAB key, move to Ordering Status field and type desired ordering status. Defaults to 1 on add. Allowed entries are **1** or **2**.

If...	Then...
Allowing ordering and payment	Type ordering status = 1
Not allowing ordering or payment	Type ordering status = 2
Allowing ordering BUT NOT payment	Type ordering status = 3
Allowing payment BUT NOT ordering	Type ordering status = 4

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.4 Inquire Contract Line Table

Overview The user is provided the capability to inquire contract line table records in the contract database. This is accomplished by use of the KLI2 screen.

Inputs

- Required contract number
- Required contract line number

Outputs

- Display of requested KLIN Table record

Completing The Procedure

Cross-Reference

Steps

1. Determine contract line to be inquired.

KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.

KONT 4: KLI2 **Line Number**, combined with contract number, must be a valid and active contract line record in the KLI2 Table.
 2. Inquire contract line table record(s) in AGPS.

KONT 4: KLI2

 - a. If user is not in the KLI2 screen, type **KLI2** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Line Number field and type desired contract line number.
 3. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested contract line record.

2.5 Add Contract Commodity Description Changes

Overview

The AGPS user is provided the capability to add commodity description changes relating to a specific contract line in AGPS. Changes may pertain to processing, delivery instruction, packaging, etc. This is accomplished by use of the KMOD screen.

Inputs

- Required contract number
- Required contract line number
- Required text type
- Required description changes

Outputs

- Update of KMOD Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract line for which change text will be added and the text to be entered into contract description changes.
2. Add KMOD record into AGPS.
 - a. If user is not in the KMOD screen, type **KMOD** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Contract Line field and type desired contract line number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error

2.5 Add Contract Commodity Description ChangesCross-ReferenceSteps

conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the first Text Type field and type desired text type. Must compatible with commodity level or level of text entered. Types must be entered in ascending order, i.e., A, B, C, D, etc.

If ...	Then ...
Class description	Type text type = A
Sub-Class description	Type text type = B
Item description	Type text type = C
Extended description	Type text type = D
Packaging and shipping	Type text type = E
Buyer Notes	Type text type = F

- c. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.6 Change Contract Commodity Description Changes

Overview The AGPS user is provided the capability to maintain commodity description changes relating to a specific contract line in AGPS. Text may pertain to processing, delivery instruction, packaging, etc. This is accomplished by use of the KMOD screen.

Inputs

- Required contract number
- Required contract line number
- Required text type
- Required changes to commodity description changes text

Outputs

- Update of KMOD Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract line number for which the user will change text and the required change to text.
2. Change KMOD record in AGPS.
 - a. If user is not in the KMOD screen, type **KMOD** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Contract Line field and type desired contract line number.
 - e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

KONT 4: KMOD

2.6 Change Contract Commodity Description ChangesCross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the first Text Type field and type desired text type. Must compatible with commodity level or level of text entered. Types must be entered in ascending order, i.e., A, B, C, D, etc.

If ...	Then ...
Class description	Type text type = A
Sub-Class description	Type text type = B
Item description	Type text type = C
Extended description	Type text type = D
Packaging and shipping	Type text type = E
Buyer Notes	Type text type = F

- c. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.7 Delete/Insert Contract Commodity Description Changes

Overview The AGPS user is provided the capability to delete and/or insert text lines of contract commodity description relating to a specific contract line in AGPS. This is accomplished by use of the KMOD screen.

- Inputs**
- Required contract number
 - Required contract line number
 - Required text type
 - Required text line action code
 - Required text action
 - Required change to text

- Outputs**
- Update of KMOD Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract line number for which the user will delete/insert description text and the required change to text.
 2. Delete/Insert text lines in KMOD records.
 - a. If user is not in the KMOD screen, type **KMOD** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Contract Line field and type desired contract line number.
 - e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
- KONT 4: KMOD

Cross-ReferenceSteps

3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, **OR I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.d. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first Text Type field and type desired text type. Must compatible with commodity level or level of text entered. Types must be entered in ascending order, i.e., A, B, C, D, etc.

Cross-ReferenceSteps

If ...	Then ...
Class description	Type text type = A
Sub-Class description	Type text type = B
Item description	Type text type = C
Extended description	Type text type = D
Packaging and shipping	Type text type = E
Buyer Notes	Type text type = F

- c. Using the TAB key, move to the first null (.) line and type desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- d. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.8 Inquire Contract Commodity Description Changes

Overview The AGPS user is provided the capability to inquire text lines of commodity description changes relating to a specific contract line in AGPS. This is accomplished by use of the KMOD screen.

Inputs

- Required contract number
- Required contract line number
- Required text action

Outputs

- Display of requested KMOD Table text lines

Completing The Procedure

Cross-Reference

Steps

KONT 4: KMOD

1. Determine the contract line number for which the user will inquire text.
2. Inquire KMOD record text.
 - a. If user is not in the KMOD screen, type **KMOD** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Contract Line field and type desired contract line number.
 - e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

2.9 Add Contract Vendor Text

Overview

The AGPS user is provided the capability to add contract vendor text relating to a specific contract line in AGPS. Text may pertain to processing, delivery instruction, packaging, etc. Text entered on this screen will be carried forward to and printed as part of the corresponding contract line. This is accomplished by use of the KVTX screen.

Inputs

- Required contract number
- Required contract line number
- Required vendor text

Outputs

- Update of KVTX Table

Completing The Procedure

Cross-Reference

Steps

KONT 4: KVTX

1. Determine the contract line for which vendor text will be added and the text to be entered.
2. Add KVTX record into AGPS.
 - a. If user is not in the KVTX screen, type **KVTX** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Contract Line field and type desired contract line number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

Cross-ReferenceSteps

- a. Type **C (CHANGE)** in the Function Line.
 - b. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.10 Change Contract Vendor Text

Overview The AGPS user is provided the capability to maintain contract vendor text relating to a specific contract line in AGPS. Text may pertain to processing, delivery instruction, packaging, etc. This is accomplished by use of the KVTX screen.

Inputs

- Required contract number
- Required contract line number
- Required changes to contract vendor text

Outputs

- Update of KVTX Table

Completing The Procedure

Cross-Reference

Steps

KONT 4: KVTX

1. Determine the contract line number for which the user will change vendor text and the required change to text.
2. Change KVTX record in AGPS.
 - a. If user is not in the KVTX screen, type **KVTX** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Contract Line field and type desired contract line number.
 - e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error

Cross-ReferenceSteps

conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

2.11 Delete/Insert Contract Vendor Text

Overview

The AGPS user is provided the capability to delete and/or insert text lines of contract vendor text relating to a specific contract line in AGPS. This is accomplished by use of the KVTX screen.

Inputs

- Required contract number
- Required contract line number
- Required text line action code
- Required text action
- Required change to text

Outputs

- Update of KVTX Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract line number for which the user will delete/insert vendor text and the required change to text.
2. Delete/Insert text lines in KVTX records.

KONT 4: KVTX

- a. If user is not in the KVTX screen, type **KVTX** in the Function Line and press RETURN/ENTER.
- b. Type **G (GET)** in the Function Line.
- c. Using the TAB key, move to Contract Number field and type desired contract number.
- d. Using the TAB key, move to Contract Line field and type desired contract line number.
- e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.

Cross-ReferenceSteps

3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

- a. Type **C (CHANGE)** in the Function Line.
- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) or, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.

Cross-ReferenceSteps

- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.12 Inquire Contract Vendor Text

Overview The AGPS user is provided the capability to inquire text lines of contract vendor text relating to a specific contract line in AGPS. This is accomplished by use of the KVTX screen.

Inputs

- Required contract number
- Required contract line number
- Required text action

Outputs

- Display of requested KVTX Table text lines

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|---|
| KONT 4: KVTX | <ol style="list-style-type: none">1. Determine the contract line number for which the user will inquire text.2. Inquire KVTX record text.<ol style="list-style-type: none">a. If user is not in the KVTX screen, type KVTX in the Function Line and press RETURN/ENTER.b. Type G (GET) in the Function Line.c. Using the TAB key, move to Contract Number field and type desired contract number.d. Using the TAB key, move to Contract Line field and type desired contract line number.e. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.3. Press RETURN/ENTER. |
|--------------|---|

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.

2.13 Contract Line Price Adjustment

Overview The AGPS user is provided the capability to adjust the pricing of individual contract lines after contract award in AGPS. This is accomplished by use of the KLPC screen.

Inputs

- Required contract number
- Required contract line number
- Required changes in contract line pricing

Outputs

- Update KLPC and KLIN Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the contract line number for which the user will adjust pricing.
2. Add KLPC record in AGPS.
 - a. If user is not in the KLPC screen, type **KLPC** in the Function Line and press RETURN/ENTER.
 - b. Type **CLEAR** in the Function Line and press RETURN/ENTER. Data entry fields should be cleared on the screen and ADD will be inserted in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Contract Line field and type desired contract line number.
 - e. Using the TAB key, move to Effective After field and type desired date after which price change will be effective.
 - f. Using the TAB key, move to Unit Price field and type desired unit price change. If changing from unit price to discount off catalog or no cost, type **0**.

KONT 4: KLPC

CONTRACT PROCESSING

PROCEDURES

2.13 Contract Line Price Adjustment

Cross-Reference	Steps
	<ul style="list-style-type: none">g. Using the TAB key, move to Discount Off Cat field and type desired discount off catalog. If changing from discount off catalog to unit price or no cost, type 0.
	<ul style="list-style-type: none">3. Press RETURN/ENTER. NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
	<ul style="list-style-type: none">4. Change KLPC record in AGPS. NOTE: To change a KLPC record change date must be 00/00/00 and update flag must be N.
KONT 4: KLPC	<ul style="list-style-type: none">a. If user is not in the KLPC screen, type KLPC in the Function Line and press RETURN/ENTER.b. Type INQUIRE in the Function Line.c. Using the TAB key, move to Contract Number field and type desired contract number.d. Using the TAB key, move to Contract Line field and type desired contract line number.e. Using the TAB key, move to Effective After field and type desired date after which price change will be effective.f. Press RETURN/ENTER. Requested KLPC record should be displayed.
	<ul style="list-style-type: none">5. Type CHANGE in the Function Line.<ul style="list-style-type: none">a. Using the TAB key, move to Effective After field and type desired date after which price change will be effective.b. Using the TAB key, move to Unit Price field and type desired unit price change. If changing from unit price to discount off catalog or no cost, type 0.

Cross-ReferenceSteps

- c. Using the TAB key, move to Discount Off Cat field and type desired discount off catalog. If changing from discount off catalog to unit price or no cost, type **0**.

6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

A nightly batch process will read the KLPC Table and determine those adjustments to be processed to the KLIN record.

3 MULTI-YEAR CONTRACT PROCESSING

3.1 Adjust Contract Pricing

Overview AGPS provides for multi-year contract price change processing known as 'options'. To process a contract for a subsequent year, the user would exercise an option. However, the user needs to determine if contract price adjustment is required. The user has the option to adjust pricing for all contracts lines in mass (by percentage of increase) or by individual contract line. This is accomplished by use of the KLPC or KON3 screen. FOR KLPC PROCEDURES SEE 2.13 ABOVE.

Inputs

- Required contract number
- Required price adjustment percentage

Outputs

- Updated KONT and KLIN Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine if a contract requires price change and percentage of price increase that will be processed across the board for all contract lines.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
KONT 4: KONT	Contract Number must be a valid and active contract record in the KONT Table.
	2. Adjust contract pricing in AGPS.
KONT 4: KON3	a. If user is not in the KON3 screen, type KON3 in the Function Line and press RETURN/ENTER.
	b. Type INQUIRE in the Function Line.
	c. Using the TAB key, move to Contract Number field and type desired contract number.
	d. Press RETURN/ENTER. Requested record should be displayed.

Cross-ReferenceSteps

3. Type **CHANGE** in the Function Line.
 - a. Using the TAB key, move to desired Option Price Adj field and type desired adjustment percentage. User should be option adjustment field commensurate with the option period.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Adjust Contract/Ordering Period

Overview

AGPS provides for multi-year contract processing known as 'options'. To process a contract for a subsequent year, the user would exercise an option. However, the user needs to extend the contract and ordering period to permit continued contract release order processing for that contract into the next year if the contract and contract ordering end dates do not already provide for continued ordering. This is accomplished with the KONT screen.

Inputs

- Required contract number
- Required change in contract/ordering period

Outputs

- Updated KONT and KLIN Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|--|
| INST 4: BAAT | 1. Determine the contract to be extended and the date(s) to be extended to.

User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. |
| KONT 4: KONT | Contract Number must be a valid and active contract record in the KONT Table. |
| KONT 4: KONT | 2. Adjust contract/ordering period in AGPS.

a. If user is not in the KONT screen, type KONT in the Function Line and press RETURN/ENTER.

b. Type INQUIRE in the Function Line.

c. Using the TAB key, move to Contract Number field and type desired contract number.

3. Type CHANGE in the Function Line.

a. Using the procedures of 1.4 Adjust Contract Period, change the Revised End Contract date to the desired date. |

CONTRACT PROCESSING

PROCEDURES

3.2 Adjust Contract/Ordering Period

Cross-Reference

Steps

- b. Using the procedures of 1.5 Adjust Contract Ordering Period, change the Revised End Order date to the desired date.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Exercising Options

Overview AGPS provides for multi-year contract processing known as 'options'. To process a contract for a subsequent year, the user would exercise an option. This is accomplished by use of the KON3 screen.

Inputs

- Required contract number
- Required change in option information
- Required change to status

Outputs

- Updated KONT and KLIN Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the contract for which the option is to be exercised and the option period to be affected.
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.
KONT 4: KONT	Contract Number must be a valid and active contract record in the KONT Table.
	2. Exercising options in AGPS.
KONT 4: KON3	a. If user is not in the KON3 screen, type KON3 in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key, move to Contract Number field and type desired contract number.
	3. Type CHANGE in the Function Line.
	a. Using the TAB key, move to Status Code field and type 501 or 502 . b. Using the TAB key, move to Available Options field and type desired number of options available for that contract. For instance, if the contract

Cross-ReferenceSteps

is a 1 year contract with the option to renew for 2 additional years, **2** would be entered in this field. DO NOT CHANGE IF SCREEN DISPLAY IS CORRECT.

- c. Using the TAB key, move to Option Period field and type desired option period being exercised. This can remain at **0**.
- d. Using the TAB key, move to Renewal Period field and type desired option period to be exercised next. This can remain at **0**.
- e. Using the TAB key, move to Next Option Date field and type desired date that the next option period is to be exercised. This would be the first date of the new contract period.
- f. Using the TAB key, move to Next Renewal Notice Date field and type desired date that notice of intent to exercise a contract option should be mailed to the contract vendor. This date should leave sufficient time to perform the actual renewal process prior to contract expiration.
- g. Using the TAB key, move to desired Option Renewal Flag field and type **R** to indicate that price adjustment to be affected to the contract line pricing. Flag to be changed to **R** must be **N** and previous flag equal **E**.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5. Type **CHANGE** in the Function Line.

- a. Using the TAB key, move to Status Code field and type **570**.

6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Cross-Reference

Steps

A nightly batch program will process all contract with status code **570** and affect price adjustments in accordance with the percentage of adjustment indicated on the KON3 screen for the option period being exercised.

4 CONTRACT RE-PROCUREMENT PROCESSING

4.1 How To Re-Procure A Contract

Overview

AGPS provides for the automatic re-procurement of a contract. This process will create the required requisition, requisition line and solicitation records and print a draft of the resulting solicitation for review by the buyer. This is accomplished by establishing a re-procurement date for a contract with the KONT screen.

Inputs

- Required contract number
- Required re-procurement date

Outputs

- Updated KONT, RQSN, RLIN, SRQN, SDOC and SVEN Tables and printed draft solicitation

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|---|
| | 1. | Determine if a contract should be re-procured and the date that the re-procurement should be effective. |
| INST 4: BAAT | | User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. |
| KONT 4: KONT | | Contract Number must be a valid and active contract record in the KONT Table. |
| | 2. | Set re-procurement date in AGPS. |
| KONT 4: KONT | a. | If user is not in the KONT screen, type KONT in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key, move to Contract Number field and type desired contract number. |
| | d. | Press RETURN/ENTER. Requested record should be displayed. |
| | 3. | Type CHANGE in the Function Line. |

Cross-ReferenceSteps

- a. Using the TAB key, move to Status Code field and type **501** or **502**.
- b. Using the TAB key, move to Reprocurement field and type desired re-procurement effective date.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5. Type **CHANGE** in the Function Line.

- a. Using the TAB key, move to Status Code field and type **548** or status the contract was at prior to change of re-procurement date.

6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

A AGPS nightly batch process will read the contract table to determine contracts subject to re-procurement. If selected, a new requisition complete with lines, estimated usage (see below), solicitation requisition number, solicitation header record and solicitation vendor records will be created and a draft solicitation printed. All original contract/ requisition lines will be re-created plus any manually added contract lines if the contract line is not equal that of an existing contract/ requisition line for that contract or other contract awarded from a single solicitation. If multiple contracts were created from one solicitation, to re-procure contract(s), type **596** for contract status on all contracts that do not need to be re-procured. After the AGPS nightly batch process when the contract re-procures, type **548** for those contracts that were changed to **596** for the re-procurement process.

The estimated usage is determined by using the actual usage on the contract from the contract begin date, dividing by the number of months the contract has been in effect to get an average monthly usage, and multiplying the average monthly usage by the contract term (number of months) on the KONT Table. The usage will be rounded to the nearest whole number. If the contract line had no usage, **1** will be used.

CONTRACT PROCESSING

PROCEDURES

4.1 How To Re-Procure A Contract

Cross-Reference

Steps

NOTE: Consortium type contracts can not be reprocured. These types of contract are created through a batch up-load process without a requisition or solicitation being associated.

5 CONTRACT NOTICE OF AWARD PROCESSING

5.1 Print Notice Of Award Of Annual Contract

Overview

AGPS provides for printing of contract notice of award to be sent to the agency providing them with all the required contract and vendor information for processing contract release orders against a contract. This is accomplished with a status code change on the KONT screen.

Inputs

- Required contract number
- Required status code change

Outputs

- Updated KONT Table and printed notice of award

Completing The Procedure

Cross-Reference

Steps

- | | | |
|--------------|----|---|
| | 1. | Determine if a contract notice of award should be issued and the contract number. |
| INST 4: BAAT | | User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. |
| KONT 4: KONT | | Contract Number must be a valid and active contract record in the KONT Table. |
| | 2. | Issue notice of award in AGPS. |
| KONT 4: KONT | a. | If user is not in the KONT screen, type KONT in the Function Line and press RETURN/ENTER. |
| | b. | Type INQUIRE in the Function Line. |
| | c. | Using the TAB key, move to Contract Number field and type desired contract number. |
| | d. | Press RETURN/ENTER. Requested record should be displayed. |
| | 3. | Type CHANGE in the Function Line. |
| | a. | Using the TAB key, move to Status Code field and type 535 . |

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

A AGPS nightly batch process will read the contract table to determine contracts to print a notice of award. If selected, a notice of award will be printed for the purchasing office. Additional agency copies will be determined by the number of copies required by the ANOA Table for the contract T-Number.

5.2 Add Contract Notice Of Award Table

Overview

The AGPS user is provided the capability to add notice of award text relating to a specific contract in AGPS. Notice of award text may pertain to processing, delivery instruction, packaging, vendor performance, etc. It is related to a one-time use for the contract specified. Text entered will be carried forward to and printed as part of the corresponding notice of award document. This is accomplished by use of the KNOA screen.

Inputs

- Required contract number
- Required notice of award text

Outputs

- Update of KNOA Table

Completing The Procedure

Cross-Reference

Steps

KONT 4: KNOA

1. Determine the contract for which notice of award text will be added and the text to be entered into contract notice of award text.
2. Add KNOA record into AGPS.
 - a. If user is not in the KNOA screen, type **KNOA** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

 - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using the TAB key, move to the first text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

5.3 Change Contract Notice Of Award Table

Overview The AGPS user is provided the capability to maintain notice of award text relating to a specific contract in AGPS. Notice of award text may pertain to processing, delivery instruction, packaging, vendor performance, etc. This is accomplished by use of the KNOA screen.

Inputs

- Required contract number
- Required changes to notice of award text

Outputs

- Update of KNOA Table

Completing The Procedure

Cross-Reference

Steps

KONT 4: KNOA

1. Determine the contract number for which the user will change notice of award text and the required change to text.
2. Change KNOA record in AGPS.
 - a. If user is not in the KNOA screen, type **KNOA** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

 - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using the TAB key, move to the desired text or null (.) line. Type the desired text. Text lines are seventy characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES CHANGED'.

5.4 Delete/Insert Contract Notice Of Award Table

Overview The AGPS user is provided the capability to delete and/or insert text lines of notice of award text relating to a specific contract in AGPS. Notice of award text may pertain to processing, delivery instruction , packaging, vendor performance, etc. This is accomplished by use of the KNOA screen.

- Inputs**
- Required contract number
 - Required text line action code
 - Required text action
 - Required change to text

- Outputs**
- Update of KNOA Table

Completing The Procedure

Cross-Reference

Steps

KONT 4: KNOA

1. Determine the contract number for which the user will delete/insert notice of award text and the required change to text.
2. Delete/Insert text lines in KNOA records.
 - a. If user is not in the KNOA screen, type **KNOA** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information.
3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested test record.

 - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using the TAB key, move to the Text Action field and type **X (to delete)**, **OR I (to insert)**.
- c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) **or**, if inserting text, insert the text line number after which text is to be inserted.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
- b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
- c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.

5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

5.5 Inquire Contract Notice Of Award Table

Overview The AGPS user is provided the capability to inquire text lines of notice of award text relating to a specific contract in AGPS. This is accomplished by use of the KNOA screen.

- Inputs**
- Required contract number
 - Required text action
- Outputs**
- Display of requested KNOA Table text lines

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> 1. Determine the contract number for which the user will inquire text. 2. Inquire KNOA record text. <ol style="list-style-type: none"> a. If user is not in the KNOA screen, type KNOA in the Function Line and press RETURN/ENTER. b. Type G (GET) in the Function Line. c. Using the TAB key, move to Contract Number field and type desired contract number. d. Using the TAB key, move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information. 3. Press RETURN/ENTER.
KONT 4: KNOA	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the text line record should be displayed.</p>

6 CONTRACT PRINT

6.1 Issue Contract Documents

Overview AGPS provides for printing of contract documents as desired by the user. This is done with a status code change on the contract header record. This is accomplished with a status code change on the KONT screen.

Inputs

- Required contract number
- Required status code change

Outputs

- Updated KONT Table and printed contract documents

Completing The Procedure

Cross-Reference

Steps

1. Determine if a contract is to be printed (issued).

INST 4: BAAT User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.
2. Issue contract documents in AGPS.

KONT 4: KONT

 - a. If user is not in the KONT screen, type **KONT** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Press RETURN/ENTER. Requested record should be displayed.
3. Type **CHANGE** in the Function Line.
 - a. Using the TAB key, move to Status Code field and type **540** for on-line contract print or **545** for overnight contract print.

Cross-ReferenceSteps

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

A AGPS nightly batch process will read the contract table to determine contracts to print for issue. If selected, a complete contract document will be printed for issuance to the vendor plus any required purchasing agency copies.

NOTE: If related SDOC LaPAC Post is Y, a 540/545 status will post award information to LaPAC.

7 ADD/CHANGE CONTRACT APPROVAL RECORDS

7.1 Contract Approval Processing

Overview The AGPS user is provided the capability to add/change and/or approve contract approval records. The system is designed to automatically create all required contract approvals when a change is processed for the contract header record. The user also has the capability to manually add any additional approvals deemed necessary for processing of the contract document. This is accomplished with KONT and PAPV.

Inputs

- Required contract number
- Required conditions to invoke an approval
- Required input data for a manual approval

Outputs

- Updated PHLD/PAPV Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Perform normal contract processing.
	2. Add/Change Contract Header Table record approvals. <ul style="list-style-type: none">a. Add KONT, using procedures of 1.1 Add Contract Header Records above, contract header purchasing agency and/or whim indicator.b. Change KONT, using procedures of 1.2 Change Contract Header Records above, contract header purchasing agency and/or whim indicator.
	3. Change , using procedures of 1.2 Change Contract Header Records above, contract status to greater than 524 and less than 596. NOTE: On successful change of contract header status greater than 524, all required contract header approvals will be moved to the PAPV Table for processing. See Section 13, Electronic Approvals Processing.
	4. Manually add order approval record(s). See Section 13, Electronics Approval Processing, Chapter 2, 4 ADD/CHANGE MANUAL APPROVAL RECORDS.

8 MAINTAIN CONTRACT NON-SYSTEM USAGE

8.1 Change Contract Non-System Usage

Overview The AGPS user has the capability to maintain contract non-system usage reported by agencies not using AGPS. This is accomplished by use of the KLU3 screen.

Inputs

- Required contract number
- Required contract line number
- Required fiscal year
- Required contract unit of measure

Outputs

- Updated KLU3 Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine contract line record for which usage is to be recorded.
KONT 4: KONT	Contract Number must be a valid and active contract record in the KONT Table.
	Fiscal Year must be a valid fiscal year for the contract number indicated.
KONT 4: KLI2	Line Number must be a valid and active contract line in the KLI2 Table for the contract indicated.
	Unit of Measure must be a valid unit of measure for the line number indicated.
	2. Change contract usage records in AGPS.
KONT 4: KLU3	a. If user is not in the KLU3 screen, type KLU3 in the Function Line and press RETURN/ENTER.
	b. Type INQUIRE in the Function Line.
	c. Using the TAB key, move to Contract Number field and type desired contract number.

Cross-ReferenceSteps

- d. Using the TAB key, move to Line Number field and type desired contract line number.
 - e. Using the TAB key, move to Fiscal Year field and type desired fiscal year.
 - f. Using the TAB key, move to Unit Of Measure field and type desired unit of measure.
 - g. Press RETURN/ENTER. Requested contract line record should be displayed.
3. Type **CHANGE** in the function line.
 - a. Using the TAB key, move to Month field and type desired month that usage is to be reported in.
 - b. Using the TAB key, move to Quantity field and type desired quantity reported for the contract line. This field can also be used to enter a negative quantity to back out a quantity recorded incorrectly.
 - c. Using the TAB key, move to Amount field and type desired dollar amount reported for the contract line. This field can also be used to enter a negative amount to back out an amount recorded incorrectly.
 4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

8.2 Inquire Contract Non-System Usage

Overview The AGPS user has the capability to inquire contract non-system usage reported by agencies not using AGPS. This is accomplished by use of the KLU3 screen.

- Inputs**
- Required contract number
 - Required contract line number
 - Required fiscal year
 - Required contract unit of measure

- Outputs**
- Updated KLU3 Table

Completing The Procedure

Cross-Reference

Steps

1. Determine contract line record to be inquired.
 - KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.
 - Fiscal Year** must be a valid fiscal year for the contract number indicated.
 - KONT 4: KLI2 **Line Number** must be a valid and active contract line in the KLI2 Table for the contract indicated.
 - Unit of Measure** must be a valid unit of measure for the line number indicated.
2. Inquire contract usage records in AGPS.
 - KONT 4: KLU3
 - a. If user is not in the KLU3 screen, type **KLU3** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Line Number field and type desired contract line number.

CONTRACT PROCESSING

PROCEDURES

8.2 Inquire Contract Non-System Usage

Cross-Reference

Steps

- e. Using the TAB key, move to Fiscal Year field and type desired fiscal year.
- f. Using the TAB key, move to Unit Of Measure field and type desired unit of measure.

- 3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested contract line record.

9 MAINTAIN CONSORTIUM CONTRACT LINE CATALOG DATA

9.1 Change Contract Line Catalog Data

Overview The user is provided the capability to change contract lines in the contract database. This is accomplished by use of the KLCT screen. This screen is created by a batch upload process and can not be manually added.

Inputs

- Required contract number
- Required contract line number
- Required catalog item/indicator number
- Required supplying vendor number
- Required change to brand name
- Required change to model number
- Required change to ship to agency number
- Required change to ship to sub-agency number
- Required change to ordering status
- Required change to begin date
- Required change to end date

Outputs

- Updated KLCT Table

Completing The Procedure

Cross-Reference

Steps

1. Determine contract line, catalog item, and supplying vendor requiring change and the changes to be made.

INST 4: BAAT

User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen.

CONTRACT PROCESSING

PROCEDURES

9.1 Change Contract Line Catalog Data

Cross-Reference	Steps
KONT 4: KONT	Contract Number must be a valid and active contract record in the KONT Table.
KONT 4: KLI2	Line Number , combined with contract number, must be a valid and active contract line record in the KLI2 Table.
KONT 4: KLCT	Catalog Item/Ind must be a valid catalog item/indicator that was electronically loaded in a batch process.
VEND 4: VEND	Vendor Number must be a valid and active vendor record in the VEND Table.
KONT 4: KVDL	Supplying Vendor must be valid in the VEND and KVDL table.
KONT 4: KLCT	Brand Name , up to 20 alpha/numeric characters may be entered.
KONT 4: KLCT	Model Number , up to 20 alpha/numeric characters may be entered.
AGCY 4: AGCY	Ship-To Agency must be a valid and active agency in the AGCY Table.
AGCY 4: AADR	Ship-To Sub-Agency , combined with ship-to agency, must be a valid and active sub-agency in the AADR Table.
INST 4: BTAB	Ordering Status must be a valid status in BTAB, table CO. Reference 3.2
KONT 4: KLCT	Begin Date must be a valid numeric date.
KONT 4: KLCT	End Date must be a valid numeric date.
	2. Change contract line table records in AGPS.
KONT 4: KLCT	<ol style="list-style-type: none">If user is not in the KLCT screen, type KLCT in the Function Line and press RETURN/ENTER.Type INQUIRE in the Function Line.Using the TAB key, move to Contract Number field and type desired contract number.Using the TAB key, move to Line Number field and type desired contract line number.

CONTRACT PROCESSING

PROCEDURES

9.1 Change Contract Line Catalog Data

Cross-Reference

Steps

- e. Using the TAB key, move to Catalog Item/Ind field and type desired catalog item/indicator.
- f. Using the TAB key, move to Supplying Vendor field and type desired supplying vendor number.
- g. Press RETURN/ENTER. Requested contract line record should be displayed.

3. Type **CHANGE** in the Function Line.

- a. Using the TAB key, move to the desired field and type the desired change.

NOTE: Changes to unit price or discount % off catalog is not allowed. These prices are loaded through a batch upload file supplied by the consortium vendor. The base unit price and base discount % off cat. can be changed using the KLI2 or KLPC records.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

9.2 Maintain Contract Line Catalog Data Ordering Status

Overview The user is provided the capability to maintain contract line ordering status in the contract database. This is accomplished by use of the KLCT screen.

Inputs

- Required contract number
- Required contract line number
- Required catalog item/indicator number
- Required supplying vendor number

Outputs

- Updated KLCT Table

Completing The Procedure

Cross-Reference

Steps

1. Determine contract line ordering status.

KONT 4: KONT	Contract Number must be a valid and active contract record in the KONT Table.
KONT 4: KLI2	Line Number , combined with contract number, must be a valid and active contract line record in the KLI2 Table.
KONT 4: KLCT	Catalog Item/Ind must be a valid catalog item/indicator that was electronically loaded in a batch process.
VEND 4: VEND	Vendor Number must be a valid and active vendor record in the VEND Table.
KONT 4: KVDL	Supplying Vendor must be valid in the VEND and KVDL table.
INST 4: BTAB	Ordering Status must be a valid entry in the BTAB Table CO (Contract Ordering Status).
2. Maintain contract line ordering status in AGPS.

KONT 4: KLCT	<ol style="list-style-type: none"> a. If user is not in the KLCT screen, type KLCT in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line.
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Cross-ReferenceSteps

- c. Using the TAB key, move to Contract Number field and type desired contract number.
 - d. Using the TAB key, move to Line Number field and type desired contract line number.
 - e. Using the TAB key, move to Catalog Item/Ind field and type desired catalog item/indicator.
 - f. Using the TAB key, move to Supplying Vendor field and type desired supplying vendor number.
 - g. Press RETURN/ENTER. Requested contract line record should be displayed.
3. Type **CHANGE** in the Function Line.
- a. Using the TAB key, move to Ordering Status field and type desired ordering status. Defaults to 1 on add. Allowed entries are **1** or **2**.

If...	Then...
Allowing ordering and payment	Type ordering status = 1
Not allowing ordering or payment	Type ordering status = 2
Allowing ordering BUT NOT payment	Type ordering status = 3
Allowing payment BUT NOT ordering	Type ordering status = 4

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

9.3 Inquire Contract Line Catalog Data

Overview

The user is provided the capability to inquire contract line table records in the contract database. This is accomplished by use of the KLI2 screen.

Inputs

- Required contract number
- Required contract line number
- Required catalog item/indicator number
- Required supplying vendor number

Outputs

- Display of requested KLIN Table record

Completing The Procedure

Cross-Reference

Steps

1. Determine contract line to be inquired.
 - KONT 4: KONT **Contract Number** must be a valid and active contract record in the KONT Table.
 - KONT 4: KLI2 **Line Number**, combined with contract number, must be a valid and active contract line record in the KLI2 Table.
 - KONT 4: KLCT **Catalog Item/Ind** must be a valid catalog item/indicator that was electronically loaded in a batch process.
 - VEND 4: VEND **Vendor Number** must be a valid and active vendor record in the VEND Table.
 - KONT 4: KVDL **Supplying Vendor** must be valid in the VEND and KVDL table.
2. Inquire contract line table record(s) in AGPS.
 - KONT 4: KLCT
 - a. If user is not in the KLCT screen, type **KLCT** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Contract Number field and type desired contract number.

CONTRACT PROCESSING

PROCEDURES

9.3 Inquire Contract Line Catalog Data

Cross-Reference

Steps

- d. Using the TAB key, move to Line Number field and type desired contract line number.
- e. Using the TAB key, move to Catalog Item/Ind field and type desired catalog item/indicator.
- f. Using the TAB key, move to Supplying Vendor field and type desired supplying vendor number.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested contract line record.

10 INQUIRE CONTRACT DATABASE RECORDS

10.1 Inquiry Process

Overview The AGPS user has the capability to view contract database records using various inquiry screens. Each screen displays similar data in different format with different keys or totally different data.

Inputs

- Desired inquiry screen
- Required key(s) for inquiry

Outputs

- Display of requested contract database record

Completing The Procedure

Cross-Reference

Steps

1. Determine contract data to be inquired and the inquiry screen to be used.
2. Inquire contract database records by use of desired inquiry screen.
 - a. If the user is not in the desired screen, type the desired inquiry screen identifier in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, TAB to key field(s) and complete the necessary key field(s) to access desired record.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record.

Screens provided for inquiry of Contract Database Record(s) is as follows.

CONTRACT PROCESSING

PROCEDURES

10.1 Inquiry Process

<u>Cross-Reference</u>	<u>Steps</u>
KONT 4: KABC	KABC - Contracts By Agency And Buyer Code: This screen provides the user with the capability to inquire a listing of contracts by purchasing agency and buyer code. Key is agency number, buyer code and contract number.
KONT 4: KANO	KANO - Contracts By Agency Number Table: This screen provides the user with the capability to inquire a listing of contracts by purchasing agency. Key is agency number and contract number.
KONT 4: KARN	KARN - Contracts By Agency Requisition Number Table: This screen provides the user with the capability to inquire a listing of contracts by agency requisition number. Key is agency number, agency requisition number and contract number.
KONT 4: KBST	KBST - Contracts By Purchasing Agency, Buyer And Status Code: This screen provides the user with the capability to inquire a listing of contracts by purchasing agency, buyer code and status. Key is purchasing agency number, buyer code, status and contract number.
KONT 4: KCIL	KCIL - Contract Catalog Item Description: This screen provides the user with the capability to inquire a listing of consortium type contracts catalog item descriptions. Key is contract number, contract line, catalog item/indicator and supplying vendor.
KONT 4: KCIV	KCIV - Contract Catalog Item By Supplying Vendor: This screen provides the user with the capability to inquire a listing of consortium type contracts by the supplying vendor. Key is supplying vendor, order status, contract number, line and catalog item/indicator.
KONT 4: KCLU	KCLU - Contract Catalog Line Usage Table: This screen provides the user with the capability to inquire a listing of consortium type contracts catalog line usage. Key is contract number, line number, FY, cat. item/indicator and supplying vendor.
KONT 4: KCSV	KCSV - Contract Supplying Vendor By Catalog Item: This screen provides the user with the capability to inquire a listing of consortium type contracts supplying vendors by their catalog items. Key is catalog item, order status, contract, line and supplying vendor.
KONT 4: KDEC	KDEC - Contract Commodity By Description: This screen provides the user with the capability to inquire a listing of commodity numbers by the contract commodity description. Key is description, comm. number, contract and line number.

CONTRACT PROCESSING

PROCEDURES

10.1 Inquiry Process

<u>Cross-Reference</u>	<u>Steps</u>
KONT 4: KDTE	KDTE - Contracts By Re-Procurement Date Table: This screen provides the user with the capability to inquire a listing of contracts by contract re-procurement date. Key is re-procurement date and contract number.
KONT 4: KLCB	KLCB - Contract Line By Catalog Brand and Model: This screen provides the user with the capability to inquire a listing of consortium contract items for a supplying vendor's catalog brand name and model numbers. Key is brand name, model, order status, contract, line, catalog item/indicator and supplying vendor.
KONT 4: KLBN	KLBN - Contract Line By Brand and Model: This screen provides the user with a list of contract items by a vendor's brand and model number. Key is brand name, model and contract number.
KONT 4: KLIN	KLIN - Contracts Line Table #1: This screen provides the user with the capability to inquire a listing of contract lines by contract number. Key is contract number and line number.
KONT 4: KLPC	KLPC - Contract Line Price Change: This screen provides the user with the capability to inquire a listing of contract line price changes by contract number and contract line number. Key is contract number, line number and effective after date.
KONT 4: KLUM	KLUM - Contract Line Unit Of Measure Table: This screen provides the user with the capability to inquire a listing of contract release order activity for a contract line by fiscal year and unit of measure. Key is contract number, line number, FY and unit of measure.
KONT 4: KLU2	KLU2 - Contract Line Unit of Measure Table #2: This screen provides the user with the capability to inquire a contract line's purchase activity by unit of measure. Key is contract number, line number, fiscal year and unit of measure.
KONT 4: KRDT	KRDT - Contract Screen For Mass Changes: This screen provides the user with the capability to inquire a mass change of contract(s) by T-Number and solicitation number. Key is T-Number, solicitation number, and contract number.
KONT 4: KRNO	KRNO - Contracts By Requisition Number: This screen provides the user with the capability to inquire a listing of contracts by contract requisition number. Key is contract requisition number and contract number.

CONTRACT PROCESSING

PROCEDURES

10.1 Inquiry Process

<u>Cross-Reference</u>	<u>Steps</u>
KONT 4: KSTA	KSTA - Contracts By Status Code: This screen provides the user with the capability to inquire a listing of contracts by contract status code. Key is contract status code and contract number.
KONT 4: KSVC	KSVC - Contract Supplying Vendor By Commodity: This screen provides the user with the capability to inquire a listing of consortium contracts for a supplying vendor. Key is commodity number, order status, contract number, line, catalog item/indicator and supplying vendor.
KONT 4: KTLE	KTLE - Contract By Title: This screen provides the user with the capability to inquire a listing of contracts by contract title. Key is contract title and contract number.
KONT 4: KTNO	KTNO - Contract By T-Number Table: This screen provides the user with the capability to inquire a listing of contracts by contract t-number. Key is contract t-number, solicitation number, and contract number.
KONT 4: KVC I	KVC I - Contract Previous Vendors Inquiry: This screen provides the user with the capability to inquire a listing of contract vendor changes by contract number. Key is contract number, vendor number, date and time.
KONT 4: KVNO	KVNO - Contracts By Vendor Number Table: This screen provides the user with the capability to inquire a listing of contracts by vendor number. Key is vendor number and contract number.